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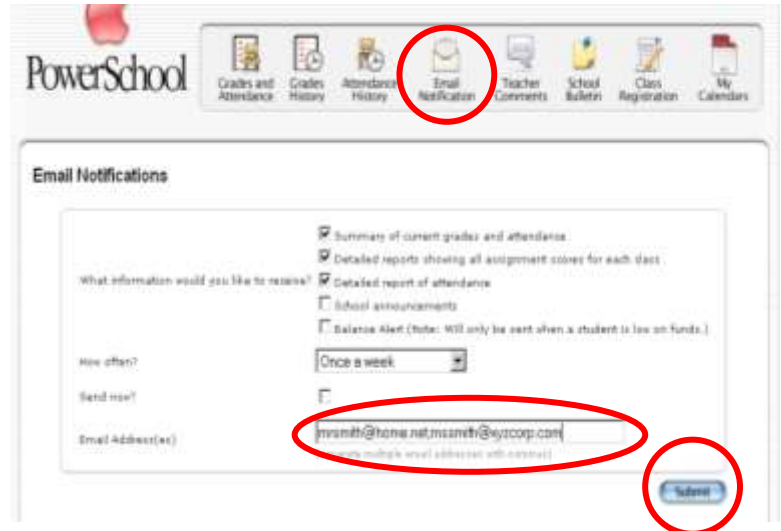
ASHWAUBENON
SCHOOL DISTRICT

How to enter my Email address(es) and what to do if my Email address changed

Email addresses that parents enter and maintain in PowerSchool are also used by SchoolMessenger, our emergency notification system, and for other communication purposes such as weekly envelope email reminders. Our use of email to communicate with parents will continue to expand so, please *enter at least one email address for each of your children and keep those email addresses up-to-date.*

Parents have the ability and the responsibility to update the email address(es) they entered in PowerSchool to receive automated email notifications from both PowerSchool and SchoolMessenger.

1. For each of your children in school, login to **PowerSchool** using your Parent username and password for that particular child.

2. Click on the **Email Notification** icon near the top of the screen.

3. Change the information in the **Email Address(es)** field. You can enter multiple email addresses but, they must be separated by a comma (,) only, no spaces.
   EXAMPLE:
   homeemail@yahooo.com,dadwork@xyzcorp.com,momemail@abc.org

4. Click on **Submit** to save your changes.

5. **Repeat** steps 1-4 for each of your children in school.

These instructions are also conveniently located on the PowerSchool Parent/Student Access login screen. They can be accessed, without having to login, at **https://powerschool.ashwaubenon.k12.wi.us/public**

Thank you for using PowerSchool and for keeping your email addresses up-to-date!

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Ashwaubenon is an equal opportunity school district, functioning under non-discrimination policies.